

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: Education Specialist II

JOB REQUISITION: 2137

LOCATION: San Francisco, CA

SALARY RANGE: \$5,325 - \$6,471

The Education Specialist II will work as part of the Staff Training and Resources (STARs) program in the Education Division of the Administrative Office of the Courts (AOC). STARs is the Administrative Office of the Court's internal training program, which provides training for over 600 employees at four different locations throughout the state. The Education Specialist II will perform a full range of analytical and planning duties as well as course development and delivery associated with our agency's training and education projects and programs.

RESPONSIBILITIES

Under the direction of the Staff Training and Resources Program Manager, the Education Specialist II will:

- Assist in researching, developing, and organizing training programs and workshops for all levels of employees including entry, administrative, professional, and supervisory;
- Support the effective execution and program management of training development and delivery of instructor led courses and web-based programs;
- Assist in designing and developing all components of workshops, including course materials for STARs workshops;
- Design and facilitate train-the-trainers and faculty development sessions;
- Coordinate education programs efforts among multiple AOC divisions;
- Act as an instructional design consultant for subject matter experts from the AOC divisions to improve existing and create new STARs courses;
- Audit workshops, review potential distance learning programs, and assess vendor materials that could be used for STARs programs;
- Support the AOC's self-study program and availability of materials;
- Create networks among education professionals within the Education Division and other faculty from diverse AOC Divisions;
- Participate in meetings, support the activities, and get involved in follow up action items related to the AOC Staff Development Committee;

Education Specialist II

Page Two

- Facilitate and/or co-facilitate STARs professional workshops on professional skills subject matter area(s) of his/her expertise;
- Support the development, improvement, and implementation of STARs certificate programs;
- Facilitate the AOC's New Employee Orientation (NEO) and work with the NEO committee and faculty to continuously update materials;
- Support the planning process of all STARs learning events and other STARs activities; and
- Guide employees in meeting the AOC minimum annual training requirements.

EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in education or public, business or court administration, and two years of experience developing professional training programs for adults.

Additional directly related experience may be substituted for the required education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the two years of required experience.

QUALIFICATIONS

The successful candidate will have:

- College course work in education, psychology, training, human resources, or organizational development;
- Professional experience in a corporate or public sector training department;
- Two years of experience developing professional training programs for adults in the workplace;
- Education and/or experience in curriculum design methodologies and delivery for adults;
- Instructional design and facilitation experience;
- Strong project management skills; and
- Experience delivering training to staff at all levels.

Must be available to work overtime and to travel statewide as necessary to provide on-site support.

TO APPLY

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered. This position will remain open until filled.

Please refer to "**Education Specialist II, Job Req #2137**" on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/onlineapp.htm>.

OR

Education Specialist II

Page Three

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3660

415-865-4272 Telecommunications Device for the Deaf

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this announcement.

**Supplemental Questionnaire
for
Education Specialist II (Job Req#2137)**

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review. This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications. Your response should not exceed two pages in total.

1. Please describe your experience in designing and conducting courses in professional development and supervisory skills topics (e.g. oral presentations, interviewing skills, coaching, performance management, facilitation skills) and for specific audiences. Please make sure to include the actual topics and the level and background of the participants you have worked with in your description.
2. Describe your experience in designing and conducting courses on risk management topics, such as sexual harassment, safety, ADA, and ethics.
3. Describe your experience designing and conducting train-the-trainer programs.
4. Please discuss your expertise in the field of adult education (theory and practice). Give concrete examples of how you've applied your knowledge of the fundamentals to particular projects.
5. Another aspect of this position might involve designing and delivering training using alternative venues. Please discuss your experience with distance education (e.g. online learning, broadcasts, self-study programs).
6. Collaborating with other divisions of the organization will be necessary on a regular basis. Please discuss your experience in collaborating with other departments in your workplace to accomplish the goals of a specific project.